



LEROY D. BACA, SHERIFF

**County of Los Angeles**  
**Sheriff's Department Headquarters**  
4700 Ramona Boulevard  
Monterey Park, California 91754-2169



December 21, 2012

The Honorable Board of Supervisors  
County Of Los Angeles  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

Dear Supervisors:

**RESPONSE TO THE AUDITOR-CONTROLLER'S PHASE I FINDINGS OF ALLEGED  
IMPROPRIETIES WITHIN THE LOS ANGELES COUNTY SHERIFF'S  
DEPARTMENT'S AERO BUREAU**

On October 23, 2012, the Board requested the Los Angeles County Sheriff's Department (Department) to report back in 60 days on the status of implementing the recommendations in the Auditor-Controller's Phase 1 Findings of Allegations of Improperities within the Department's Aero Bureau. Attached is the response to the Auditor-Controller's Phase 1 Findings dated October 10, 2012.

The Department's corrective action for each of the recommendations is contained in the attachment to this response.

If there are questions regarding the Department's response, please contact Assistant Division Director Glen Dragovich at (323) 526-5191.

Sincerely,

  
LEROY D. BACA  
SHERIFF

*A Tradition of Service*

**RESPONSE TO THE AUDITOR-CONTROLLER'S PHASE I FINDINGS OF ALLEGED  
IMPROPRIETIES WITHIN THE LOS ANGELES COUNTY SHERIFF'S  
DEPARTMENT'S AERO BUREAU**

**RECOMMENDATION 1:**

The Los Angeles County Sheriff's Department (Department) revise all existing applicable Master Agreements (MAs) and purchase orders to fully disclose deviations from the Los Angeles County (County) standards, including, but not limited to, identifying the work order award process and including criteria for situations where the process may be modified (i.e., emergency purchases).

**Sheriff's Response: Agree**

The Department is currently conducting a review of all applicable Aero Bureau MAs and purchase orders. We are also working with the Internal Services Department's (ISD) Purchasing Group and the Department's Internal Audit Unit to identify and correct any deviations from the County's purchasing standards.

**RECOMMENDATION 2:**

The Department ensure the acquisition of aircraft repair services and parts are in compliance with County's purchasing policies, including policies for competitive bidding, sole source, and emergency purchases.

**Sheriff's Response: Agree**

The Department is conducting a review of its competitive bidding practices and will ensure compliance with County's purchasing policies, including the required completion of sole source and emergency purchase documents.

**RECOMMENDATION 3:**

The Department establish a policy that all material deviations from Model Agreement terms and conditions must be specifically noted within the documentation provided in support of the associated Board agenda item.

**Sheriff's Response: Agree**

The Department is writing a policy wherein all material language deviations from MAs are specifically noted and disclosed in the associated Board agenda item, and will be reviewed and approved by both County Counsel and the Board.

**RECOMMENDATION 4:**

Sheriff's management review and evaluate the Aero Bureau's uniform and safety equipment requirements, and applicable union collective bargaining agreements, to clarify when it is appropriate to purchase jackets for inclement weather.

**Sheriff's Response: Agree**

The Department has reviewed the Aero Bureau's uniform and equipment standards, and applicable union collective bargaining agreements, to ensure it is appropriate to purchase jackets for inclement weather. In the future, Aero Bureau's Safety Committee will review the purchase of all flight crew uniform requests, including inclement weather gear, for flight crews to ensure the purchase is in compliance with Federal aviation mandates.